

Job Posting #:	67FB11172025	Posting Type:	External
Job Title:	Enterprise Compliance and Ethics Manager	Grade/Classification:	108/Exempt
Department:	Strategy Execution & Risk Management	Location:	Remote/Fredericksburg, VA

Job Description

OVERVIEW

Rappahannock Electric Cooperative (REC) is seeking an Enterprise Compliance Manager who will partner cross-functionally to integrate a corporate compliance framework into operations, governance, and technology across REC, providing employees, management, and Board of Directors the knowledge and awareness to adhere to applicable federal, state, and local regulations, as well as internal policies and standards.

This role will serve as REC's second line of defense by continually monitoring, testing, and reporting on the effectiveness of compliance practices across the cooperative. The Enterprise Compliance Manager will largely remain independent and objective, providing regular assessments without operational bias.

ROLE AND RESPONSIBILITIES

- Design, develop, and maintain an enterprise-wide compliance program that maps regulatory, contractual, and policy requirements to REC processes so adherence and accountability is directly tied to applicable business units and emplaced internal controls.
- Track and interpret changes in legislation, regulatory guidance, and industry standards; assess impact on REC operations and advise executive leadership on necessary adaptations.
- Plan and execute regular compliance audits, risk assessments, and gap analyses; document findings, engage with leadership on results, and oversee remediation plans with clear milestones.
- Establish and manage a centralized compliance documentation system, ensuring secure storage, version control, and audit-ready reporting.
- Collaborate with leadership team to design and embed effective internal controls into project lifecycles and daily workflows while establishing clear ownership of compliance tasks and accountability within each business unit.
- Assist staff with regulatory inquiries, audits, or investigations.
- Develop and deliver role-based training to equip employees and managers with up-to-date regulation and policy changes while promoting a culture of ethical awareness.
- Maintain and update the cooperative's compliance policies, ensuring alignment with industry standards and cooperative goals.
- Collaborate with internal stakeholders, external auditors, consultants, and legal counsel to address complex compliance matters, facilitating independent reviews when appropriate.
- Prepare and present compliance reporting to the cooperative's leadership team and Board of Directors.
- Stay informed on industry trends, emerging regulations, and best practices to enhance the cooperative's compliance framework.
- Other duties as assigned, including those related to major outages.
- Major outages may require evening or weekend work.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Candidates should hold a bachelor's degree in business administration, law, engineering, or a related field, with advanced degrees or certifications preferred. They must have at least ten years of professional experience working across engineering, finance, safety, human resources, and technology teams, demonstrating the ability to integrate diverse perspectives and anticipate interdisciplinary risks. A minimum of three years of experience in risk management or compliance, ideally within the electric utility or cooperative sector, is required. Applicants should also show proven success in leading enterprise governance initiatives or cross-functional compliance transformation programs. Advanced certifications such as CGEIT, CRISC, CCEP, or Certified Compliance & Ethics Professional are strongly preferred.

The ideal candidate will demonstrate a proven ability to interpret, translate, and apply complex regulatory requirements to practical operations and guidelines. They should possess excellent analytical, problem-solving, and organizational skills with keen attention to detail, as well as strong project management capabilities, including setting priorities, managing timelines, and driving cross-departmental collaboration. Clear and persuasive communication skills—both written and verbal—are essential, with the ability to tailor messages for technical teams, executives, and Board members. Proficiency in Microsoft Office Suite is required, and familiarity with utility-specific systems is a plus. Candidates must be able to navigate ambiguity, work independently, and build consensus in a team-oriented culture while maintaining a commitment to the cooperative's values of integrity, accountability, and member service. High integrity and an unwavering commitment to ethical conduct are expected.

Preferred qualifications include experience conducting compliance programs, audits, and risk mitigation plans, as well as developing an enterprise compliance risk appetite statement and integrating compliance risk scoring into the cooperative's overall ERM framework. Experience serving as a strategic advisor to leadership on enterprise compliance posture, emerging regulatory risks, and mitigation strategies is highly valued. Additional preference will be given to candidates with experience working in distribution utilities, knowledge of rural electric cooperative operations and governance structures, and prior interactions with regulatory bodies.

This position involves primarily remote desk and office work, with some working hours required at REC's Fredericksburg, VA office. Occasional local and out-of-state travel may be necessary. To maintain professional knowledge and expertise, employees are expected to attend at least two learning events annually.

HOW TO APPLY

Internal Applicants: Interested parties should submit an internal application via the HR HUB OR resume via rech@myrec.coop.

Applicants: Use our <https://www.myrec.coop/careers> to apply for the opportunity. Please indicate the Job Posting ID #67FB11172025

Deadline: Friday, December 19th @ 5:00 PM EST

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of personnel so classified.